

0 2 AUG 1996

Appendix G

FORMAT FOR REQUESTING TENURE OBLIGATION WAIVERS

From: (Management official authorized to make the request)
To: Director, Acquisition Career Management
Office of the Assistant Secretary of the Navy
(Research, Development and Acquisition)
2211 South Clark Place
Arlington, VA 22244-5104
Via: (As determined by command)

(R)

Subj: REQUEST FOR TENURE OBLIGATION WAIVER

1. Please grant a tenure obligation waiver for:

Name:

Position title, civilian series or military designator, and grade:

Organization, code, and address:

Position description number (CPCN for civilians, UIC/BSC for Navy
military, or UIC/MCC/TO line number for Marine Corps military):

2. Identify:

Date assigned to position:

Requested reassignment date:

3. Describe the reason for the request.

4. Categorize the waiver request into one of the following: humanitarian reassignment, discharge, or retirement; relief of duties and reassignment in the interest of the DON; or promotion, where promotion in place is not appropriate.

Signature of requesting official and title

Approved/Disapproved

DACM signature and date

Distribution (after approval):

Original to the requesting official (requesting official see part 1,
chapter V, paragraph 10c for further distribution).

Appendix G to
Enclosure (1)

31 MAY 1995

General Guidance

1. Follow the tenure obligation waiver format as it is vital that all required information be provided. Review part 1, chapter V before initiating a tenure obligation waiver. (Note: there are some circumstances where a person may leave a position before the obligated tenure period is up without obtaining a tenure obligation waiver. See part 1, chapter V, paragraph 8.)
2. A tenure obligation waiver is initiated by management, not by the person needing the waiver. Review acquisition organization implementing procedures to determine who is responsible for requesting and endorsing tenure obligation waivers.
3. The waiver request must describe the criteria, e.g., humanitarian reassignment, retirement, etc., supporting the request.
4. The original approved waiver must be filed in the person's official file and recorded in the appropriate automated data system.